

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come lightly, as my time at [Company's Name] has been instrumental in my personal and professional growth.

In recent months, I have reflected on my career path and aspirations for personal growth. I have decided to pursue opportunities that align more closely with my long-term goals in [specific field or area of development]. This step is essential for me as I strive to further enhance my skills and capabilities.

I am immensely grateful for the support and guidance I have received while working with such a talented team. I have learned so much and appreciate the experiences that have shaped my time here.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunities and experiences. I hope to stay in touch and wish you and [Company's Name] continued success.

Sincerely,

[Your Name]